



BUILDING SUPERVISOR

Job Code: 6410

EEO Class Code: Service / Maintenance

Union Status: AFSCME

FLSA Code: Non-Exempt

Salary Grade: o210

NATURE OF WORK

This is responsible technical work involving securing and maintaining the Bass Museum buildings, making sure all maintenance jobs are completed.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

- Performs general building maintenance; cleans restrooms, empties trash, picks-up litter, cleans closets, and storage areas as needed; vacuums as needed; performs some heavy cleaning and in-house painting (doors, platforms, and pedestals); and works with City maintenance on repairs
- Supervises facilities (museum, school, and the development office) and coordinates the maintenance of the buildings with the city
- Prepares budget transfer request forms, requests for direct payment forms, etc.
- Works in Gift shop; orders merchandise for shop when needed; helps out shop volunteers; and takes fixed assets inventory
- Takes groups on tour of the museum, as needed
- Sets-up and works concerts, films, lectures, special openings, special parties, holiday camps, and summer camps
- Works front desk
- Performs related work as required

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to maintain, clean, and service public buildings
- Ability to perform a variety of repetitive tasks
- Ability to maintain effective working relationships with other employees and the general public
- Ability to oversee the work of volunteers
- Ability to operate a typewriter, cash register, film equipment, and other museum equipment

MINIMUM REQUIREMENTS

- Two (2) years full-time experience as a building maintenance superintendent, electrician, carpenter, plumber, air conditioning mechanic, or any combination thereof

PHYSICAL REQUIREMENTS

- Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact
- Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine
- Some standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, sitting, standing, pushing, and pulling
- Ability to lift heavy objects

SUPERVISION RECEIVED

- General and specific assignments are received
- Work is performed with little direct supervision

SUPERVISION EXERCISED

- May supervise volunteers